

# **REQUEST FOR PROPOSAL**

**Issued by:**

**MCDFC**

**MCDFC DEPARTMENT OF FAMILY CARE  
A Managed Care Organization**

**For:**

**Senior Management Services for  
The MCDFC Department of Family Care**

**ADDENDUM #3  
ANSWERS TO WRITTEN QUESTIONS**

**RFP - 001-06232015-KEB**

**ADDENDUM ISSUE DATE: July 15, 2015**

This, Addendum #3 to the Request for Proposal (RFP) is issued to modify, explain, or correct the original document originally posted June 24, 2015 and is hereby made part of the RFP.

The following questions are answered:

- Q1. "Page 6: Section 2.0 (a) second and third paragraphs – Do you mean aggregate federal funding of \$500,000 or more for calendar year 2014 instead of 2010?"

**Answer:** Yes.

- Q2. Does the COO under educational requirements have to have Pace/Partnership experience or can another acute & primary experience substitute?

**Answer:** No

- Q3. Can a bidder receive a waiver on the audit as since this is an administrative contract and not a provider contract?

**Answer:** An audit waiver is possible and if necessary would be negotiated prior to execution of a contract.

- Q4. Can the RFP be provided in Word to the proposers?

**Answer:** Yes. A word document will be provided in the MS format (".docx") upon request. Requests can be sent to the following email address:

[keith.broadnax@milwaukeecountywi.gov](mailto:keith.broadnax@milwaukeecountywi.gov)

- Q5. What are you looking for in section 6.4? Is that for information only?

**Answer:** *Section 6.4 Educational Requirements* sets forth the educational requirements that each staff member must have in order to be considered for each respective position listed in Section 4, Subsections sections a, b, c, d and e of the RFP.

- Q6. What is the proposed format for the RFP? Section 5.2 does not indicate an order of presentation.

**Answer:** The Format of the Proposal is set forth in the following Sections of the Proposal

1. *Proposal Format §5.2*
2. *Technical Proposal §5.3*
3. *Cost Proposal §5.4*
4. *Proposal Table of Contents §5.5*
5. *Narrative §5.6*

Order of Presentation for the Technical Proposal

1. *Technical Proposal Cover Sheet - Attachment B*
2. *Table of Contents - §5.5*
3. Responses to Questions and Provision of Documents requested in Part VI – Specific Proposal Requirements.
4. Attachments
5. *Narratives (if any) §5.6*

Order of Presentation for the Cost Proposal

1. *Cover Sheet for Pricing Proposal – Attachment L*
2. *Price Proposal Submission Form – Attachment M*

Q7. What is the total budgeted for these services for 2016? Is there an amount not to exceed for this contract?

**Answer:** \$1.2 Million

Q8. For item 8.3b, at what percentage will cost be scored in relation to the technical proposal?

**Answer:** The following formula will be used in determining the total proposal score:

$$\frac{\text{Lowest Bid Cost (K)}}{\text{Other Proposers' Cost}} \times \text{Evaluation Points} = \text{PROPOSAL FINAL SCORE}$$

Q9. What information and detail should be included in the Cost Proposal section? Should price be shown hourly, monthly, or annually in total or by position?

**Answer:** The RFP does not specific the form or format of the information to be provided in the Cost Proposal. The information provided should be sufficient to address the questions and/or issues presented in Section 5.4 Cost Proposal.

Q10. Page 16 refers to Attachment N for DBE form but the RFP does not include this Attachment. Can you provide this form via addendum?

**Answer:** *Section 2.6 Disadvantaged Business Enterprise (DBE) Requirements* governs all of the forms and requirements need to comply with the DBE program. The most up to date DBE forms must be obtained from their office.